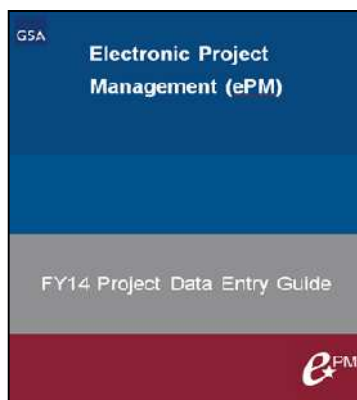
**In This Issue:**

- Java Issues
- FAA Consolidation Project
- gPM Closeout Checklist
- FY14 Project Guide
- Meet the Team
- Cognos Reporting

**FY14 PROJECT
DATA ENTRY
GUIDE**

There will be some minor changes to the way a subset of the Capital Projects ePM Minimum Requirements are entered and managed in ePM for the FY14 Capital Program. A guide is being developed that will assist teams with entering the information into ePM. It is understood that many project teams are not ready to complete all of the requirements at this time but they should complete all applicable sections and then refer back to the guide as the project progresses.

**Java Update**

Some GSA internal ePM users are encountering problems with opening schedules in ePM, due to a recent Java update. If you are experiencing issues, please contact the ePM Help Desk so we can assist you in resolving the problem.

**FAA Consolidation Project**

Kurt Monger is the Project Manager (PM) for the Federal Aviation Administration (FAA) Consolidation Project at the Anchorage Federal Building in Alaska. The project will consolidate FAA employees into one floor of the building and is a Reimbursable Work Authorization (RWA) project delivered as a Traditional Design-Bid-Build. The FAA is managing moving the employees into swing space, furniture installation and demolition, IT installation and the design of the space. GSA is managing the construction of the hard wall spaces, mechanical and electrical upgrades. This will free up about 10,800 SF of space in the Federal building that can be occupied by other agencies, reducing the need for leased space. This project has several separate phases that take a large communication effort to assure that one part is done before the next one can start.

"Once team members see their submittals being approved quickly, they start to see the benefits. And the team will be thankful later when they see that ePM helps streamline communications" - Kurt

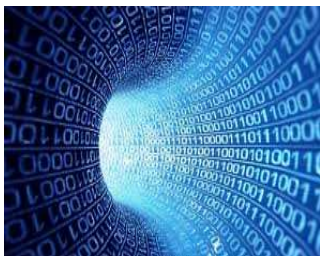
ePM has been used since the beginning of the project as a communication tool to track the project schedule, manage the distribution of design documents and submittals, and to collect design review comments. Kurt and his team have found that tracking construction submittal approvals has proven to be one of the most useful features. The FAA Design team members, Subject Matter Experts and the Construction Contractor benefit from the advantage of receiving and sending simultaneous ePM communications and notices.

Prior to using ePM, Kurt conducted one on one, hands-on training for the project team members. He trained construction contractors and design firms on how to track construction project documentation, such as submittals, Requests For Information (RFIs), Potential Change Orders (PCOs), and Design Submissions. He also trained the customer representative to use the schedule to track project progress. Kurt was able to conduct the training himself because he had used ePM on several past projects.

One lesson learned Kurt had was to be sure there was language in the contracts requiring ePM use, and then enforce those requirements. A tip that Kurt shared is to attach photos to punch

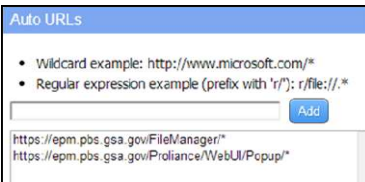
gPM Closeout Checklist

For Internal ePM Users, the gPM Team has developed several useful Project Management tools, including a [Project Closeout Checklist](#), to be used by Project Teams when closing out projects in ePM.



Quick Tip

If you want to launch the ePM schedule or file manager from ePMXpress in Chrome, there are a few setup steps needed. First, the IE-Tab add-on must be installed in Chrome. Open a new tab in Chrome and click the IE-Tab icon in the Chrome toolbar. Once an IE based tab is open, click on the settings icon and add the URL's exactly as shown to the Auto URLs section. Now PM Schedules and File Manager will open seamlessly in ePMXpress.



ePM Resources:

ePM Support

epmsupport@gsa.gov
1 (866) 367-7878
M-F 7:30 AM - 7:00 PM EST

ePM Login Site (IE)

<https://epm.pbs.gsa.gov/proliance>

ePMXpress Login Site (Chrome)

<http://epm.pbs.gsa.gov/proliance/ePMXpress>

User Resources

<http://insite.gsa.gov/epm>
<http://gsa.gov/epm>

ePM Contacts:

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DON KOTTL, REGION 5



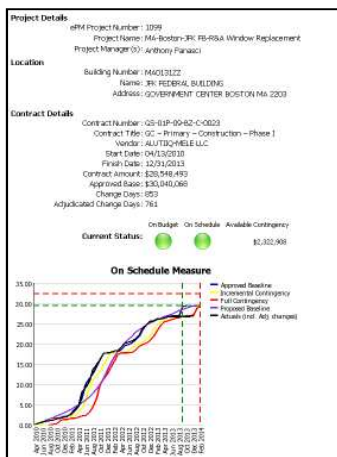
Don Kottl is the GSA ePM Regional System Administrator (RSA) and the ePM Regional Coordinator (RC) in Region 5 (Great Lakes Region). Don has a Bachelor of Engineering degree from Manhattan College and a Masters degree in Management of Technology from Polytechnic University. Don started his career with GSA in 1992 as an Engineering Trainee and then became a Project Manager in Syracuse, NY. He has experience managing a wide range of repair and alteration projects. In 2006, he moved to Chicago and took on the role as the Property Manager for the Everett M. Dirksen U.S. Courthouse. In 2009, he returned to his technical background as the Technical Supervisor for Chicagoland and in December 2011 became the ePM RC. In his current role he is heavily involved in the capturing of best practices and helping project teams work more effectively managing their projects through training and facilitation.

When Don isn't working he enjoys coaching and watching his two children play sports. He also loves playing basketball and softball. If you are in Region 5 and haven't met Don but you work on ePM, stop by and introduce yourself.

"In Region 5 we always try to tie ePM training with the Global Project Management (gPM) Lifecycle. Our initial rollout of ePMXpress was bundled with refresher training on the gPM Lifecycle and the rollout of Suite of Planning Tools." - Don



COGNOS REPORTING



GSA recently released the Earned Value Management (EVM) Project Detail Report. This report allows users to view the history of a construction contract's performance on the On-Schedule and On-Budget performance measures. The Project Details section displays the ePM Project Number, Project Name, and Project Manager. The contract's Number, Start and Finish Dates, and Amount are shown in the Contract Details section.

The bottom of the report shows a graphical representation of the contract's performance. The contract's On-Schedule, On-Budget, and Current Projection graphs are displayed, which are pulled from ePM's EV tool. The Work in Place table

shows the contract's Work in Place, On-Schedule, and On-Budget performance indicators for each invoice throughout the contract's duration. The EVM Project Detail report, located in the ODC Measure Reports subfolder of the Measures Reports folder, can be generated for both Capital Projects only.

Invoice Number	Invoice Date	Invoice Amount	On-Schedule	On-Budget	Current Projection
Q2-RP-00-02-C-0023-001	04/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-002	05/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-003	06/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-004	07/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-005	08/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-006	09/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-007	10/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-008	11/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-009	12/13/2010	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-010	01/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-011	02/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-012	03/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-013	04/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-014	05/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-015	06/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-016	07/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-017	08/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-018	09/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-019	10/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-020	11/13/2011	\$1,000,000	Green	Green	Green
Q2-RP-00-02-C-0023-021	12/13/2011	\$1,000,000	Green	Green	Green